

# PRIVACY & COOKIES POLICY

## Introduction

Business Mindsets believes that the best way to protect the privacy of users of [www.businessmindsets.co.uk](http://www.businessmindsets.co.uk) is to tell you what information we gather about you and ensure that you understand and consent to our use of this information.

We take your privacy seriously. This page lets you know how we will process and protect any data you share with us.

Please note that our **Site** contains links to and from other websites. We are not responsible for the privacy practices or the content of other websites, and the information practices of those websites are not covered by this Privacy Policy.

Questions regarding this Privacy Policy should be directed to the administrator at < Business Mindsets > a <[daniel@businessmindsets.co.uk](mailto:daniel@businessmindsets.co.uk)>.

## User Privacy and Data Protection

**We aim to comply with:**

- UK Data Protection Act 1988 (DPA)
- EU Data Protection Directive 1995 (DPD)
- EU General Data Protection Regulation 2018 (GDPR)

**Our data protection policy is based on the following principles:**

- We recognise the need for user privacy and data protection legislation compliance
- We understand we have a duty of care to our clients and partners
- We only collect and process Data that is absolutely necessary and in the best interests of our clients and partners, and any data collected will be for the purpose of the services we provide

- We will never pass any client Data to a third party unless we have your express permission, and it is in your best interest
- We endeavour to ensure that all our Data is correct and up to date

## Data Collection

We only collect identifiable personal data or information that is specifically and voluntarily provided by a visitor to our website. We receive limited identifiable information, such as name, title, company address, email address, and telephone numbers, from website visitors. Typically, identifying information is collected to:

- Register for certain areas of the Site
- Enquire for further information
- Sign up to our mailing list
- Distribute requested reference materials
- Visitors are also able to send emails to us through the website. Their messages will contain the user's screen name and email address, as well as any additional information the user may wish to include in the message

This information is stored in our customer database. The database enables < Business Mindsets > to provide you with any information you or we request.

We may also use this information to track activity on the **Site**. We do this in order to have a better understanding of how visitors use the **Site**. We will only use your information for the purposes set out below if you have indicated that you wish us to use your information in this way when submitting the information.

We may use your personal data for future email mailings, general correspondence and correspondence which may relate to you. If you would rather not receive future marketing emails from us please inform us by email to <daniel@businessmindsets.co.uk>. We will stop the use of your information for such purposes as soon as it is reasonably possible to do so.

## Consent

By using the **Site** and submitting information, you consent to the collection and use of your personal information by us as described above; and the transfer of your personal information to countries outside of the UK

## **Accuracy**

We aim to keep our information about you as accurate as possible. If you would like to review or change the details you have supplied us with, or unsubscribe please contact us as at < [daniel@businessmindsets.co.uk](mailto:daniel@businessmindsets.co.uk) >

Our privacy policy only applies to the collection of data and may change from time to time in line with legislation or industry developments. Any changes will be detailed on our website.

Where this Privacy Policy is amended or superseded for the collection and use of other data < business mindsets > will draw that amended privacy policy to your attention.

Additionally, whenever we collect personal information we endeavour to include a link to this Privacy Policy on that page. We may occasionally modify the Privacy Policy and will post those changes on this page so that you are always aware of what information we collect, how we use it and under what circumstances we disclose it.

## **Contact Forms and Emails**

If you contact us using the form on our contact page, the information you provide will be transferred to us via email, which will then be stored in our database.

## **Email Newsletter**

If you sign up for our email newsletter your email address will be stored in our CRM database which is accessed by our marketing department and also our chosen marketing services provider.

You can request removal of your email address from this service. You will be able to unsubscribe from email newsletters at any time. A link to do so will be at the foot of every newsletter.

Alternatively, you can contact us at < daniel@businessmindsets.co.uk > to request to be removed from our mailing list.

## Cookies and Site Visitor Tracking

We only use cookies and analytics software to keep track of the pages you visit on the **Site** and to tell us whether you have visited the **Site** previously. This information allows us to determine the number of people using our **Site**, so we can understand how our **Site** is being used, so we can improve our services. We do not have access to information which will identify an individual.

By modifying your browser preferences, you have the choice to accept all cookies, to be notified when a cookie is set, or to reject all cookies. We have sought to set up our **Site** so as to notify you before a cookie is used. However, if you choose to reject all cookies, you may be unable to use parts of the **Site**.

## Market Research

We do not disclose information about your individual visits to the **Site** or information, which identifies you to any third parties unless we have your prior consent or unless required by law, local regulators and law enforcement officers.

However, in order to provide an efficient service, certain functions such as hosting, storage and disaster recovery may be provided by third parties. Where we do so, we undertake to enter into a written agreement with the party providing the service to us that reflect our commitments under this Privacy Policy.

## Security

It is our policy to virus check documents and files before they are posted on this **Site**. However, we cannot guarantee that documents or files downloaded from this **Site** will be free from viruses and we do not accept any responsibility for any damage or loss caused by any virus. Accordingly, for your own protection, you must use virus-checking software when using this **Site**.

You must not post or provide to us via this **Site**, any document or file which you believe may contain a virus. You must virus check any document or file which you intend to post or provide to us via this **Site**.

Unfortunately, no data transmission can be guaranteed to be 100% secure. As a result, while we strive to protect your personal information, we cannot ensure or warrant the security of any information you transmit to us and you do so at your own risk.

You remain responsible for the security of your computer at all times.

## Data Breaches

In line with [ICO](#) data protection regulations, we are obliged to report any data breaches. We will adhere to the requirement to do so within 72 hours and will report to the appropriate authorities. This also applies to any data theft.

## Data Controller

The data controller of this website is: < daniel@businessmindsets.co.uk > a company registered in England. Business status is sole trader

<No 3, Anglesea Terrace, St Leonards On Sea, East Sussex, UK, TN380QS

## Data Protection Officer

<Daniel Andersen Tuffnell >

CEO

[www.businessmindsets.co.uk](http://www.businessmindsets.co.uk)

This policy was last updated on <01/06/2023> by < Daniel Andersen Tuffnell >.